2025-2026 JJIS Administrator Assignments

	Stacy Ewings Principal	**Melissa Cyr** Associate Principal	**Cris Guinan** Administrative Assistant	**Mary Collins** Administrative Assistant
Direct Reports	• Associate Principal • ½ grade 3, grade 4 and grade 5 teachers • Math and Literacy Specialists • Specialists (PE, Music, Art, Library, Etc.) • Office Staff and Security • Nurses	• Paraprofessionals • ½ grade 3,4, and 5 teachers • Special education • Reading Teacher		• Substitutes
Assignments (Building Level)	• School Budget • State and local reports • Parent & Community communications • School Improvement Plan/Professional Development • Implementation of district initiatives and strategic goals • Oversight of curriculum alignment with district initiatives (Eureka Math, Wonders Reading) • Observation and evaluation of certified and non-certified staff • Staff Assignments • JJIS Team Leaders • PTO liaison • PPTs & 504 facilitator • Custodial/Building Maintenance • Field Trips • AM Parent drop/PM Busses • Drills and Emergency Protocols • Student Discipline support • Hiring and onboarding of new staff • Monitor PLC's/curr development • MTSS Implementation • Support teacher leaders in	• HOTS School Coordinator • MTSS Implementation • Educlimber Building Leader • Special Education Lead • School Budget • PBIS Implementation • Testing coordination including NAEP this year • PTO liaison • Operating Schedule • Student Discipline lead • School Instructional Improvement Plan/Professional Development • Support teacher leaders with the implementation of professional learning communities. • AM Busses/PM Parent pick up • Bus clearance as part of the K-5 partnership. • Staff duties and lunch schedules • Drills and Emergency Protocols • Hiring and onboarding of new staff • PowerSchool and website liaison • Morning	• Answer main telephone line • Student Attendance • Student enrollment/withdrawal (liaison between districts and students) • Cumulative Files • Guest greeting/Front counter (back-up for Greeter) • Student Transportation • Purchase orders • Budget/Munis • Logical Attendance Tracker/Attendance Letters • Discipline entry to PS • Spec Ed and 504 Scheduling and document mailing	• Anticipate needs of administrators • Scheduling meetings/ calendars • ParentSquare • Website • Absences management • Time Sheets • Assign substitutes where needed. • Student activity fund • Maintenance Building usage • Coordinates morning announcements • Completes public displays of student work

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	implementation of PLCs • Bus clearance as part of the K-5 partnership • Paraprofessional Team Meetings • Union Partnership Meetings • Bullying and Title IX investigations • Buildings and facilities collaboration • School regulations and protocols implementation • Evening events supervision • Creation of student handbook • Creation and upkeep of operational schedules & agendas • Coordination of student recognition programs and authentic rewards • Oversight of restorative practices and student reflection processes • Development of welcoming school environment and family engagement efforts • Supervision of cafeteria operations and lunch/recess procedures	Announcements/Student Liaison Partnership • Paraprofessional Team Meetings • Union Partnership Meetings • Various Parent Communication Methods • Bullying & Title IX Investigations • Buildings and facilities collaboration • School Regulations and Protocols Implementation • Evening Events Supervision • Apex Partnership • Creation of the student handbook • Creation and upkeep of the JJIS Hub • Curriculum revision and resource allocation • JJIS Student Wellness Committee • Safety and Crisis Team • JJIS Veterans Day Ceremony • JJIS School Leadership Team • JJIS School Events Committee		
Assignments (District Level)	• JJIS School Crisis Team • JJIS Special Events Committee • JJIS School Leadership Team • CPS Professional Growth and Development • CPS Digital Conversion Team • CPS Beginning Teachers Year 1 & 2 Support Group • CPS District Security Council	• CPS Wellness Committee • CPS TEAM Coordinating Committee • CPS Beginning Teachers Year 1&2 Support Group		